PAT Early Years Reading

Test administration instructions

ACER

Contents

Test administration instructions – PAT Early Years Reading

This document is a guide for teachers and staff members administering ACER's online assessments with students. The instructions below relate specifically to the process of administering the tests and supervising students on the day of testing.

Also included is a 'Prior to testing' checklist, which should be completed ahead of time. For instructions on how to complete the steps listed in the checklist, refer to the **Help** menu within your school's online assessment account, or speak to the person responsible for these tasks at your school.

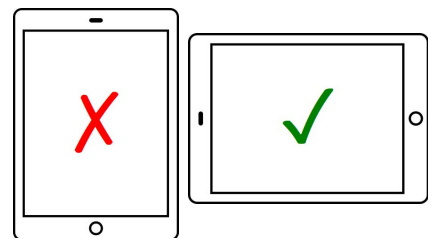For troubleshooting instructions, refer to the final page of this document.

PRIOR TO TESTING

☐ Students should complete the practice program, both under teacher guidance and independently, before beginning the assessment itself.

☐ Ensure that all students are listed within your school's online assessment account and have been assigned the necessary tests. (If you do not have access to the account, check with the staff responsible for this at your school.)

☐ Schedule your testing date and time. ACER recommends that tests are administered in the morning and not immediately before or after an exciting school event. ACER recommends administering tests in groups of 6–10 students. Ensure that all students will have a pair of headphones available to use on the testing day.

☐ Run the browser exam from a student computer or device to check whether your school's set up meets the minimum technical requirements. Alternatively, send the technical requirements to your school's IT technician.

Browser exam: https://oars.acer.edu.au/browserexam/

Technical requirements

- Minimum screen resolution: 1024 width × 768 height

- Minimum DSL or cable internet connection: 56 kbps

- Compatible computers and devices: PC or laptop, Apple Mac, iPad (not iPad Mini), other tablet devices

- Compatible web browsers (latest versions): Google Chrome, Mozilla Firefox, Safari, Microsoft Edge

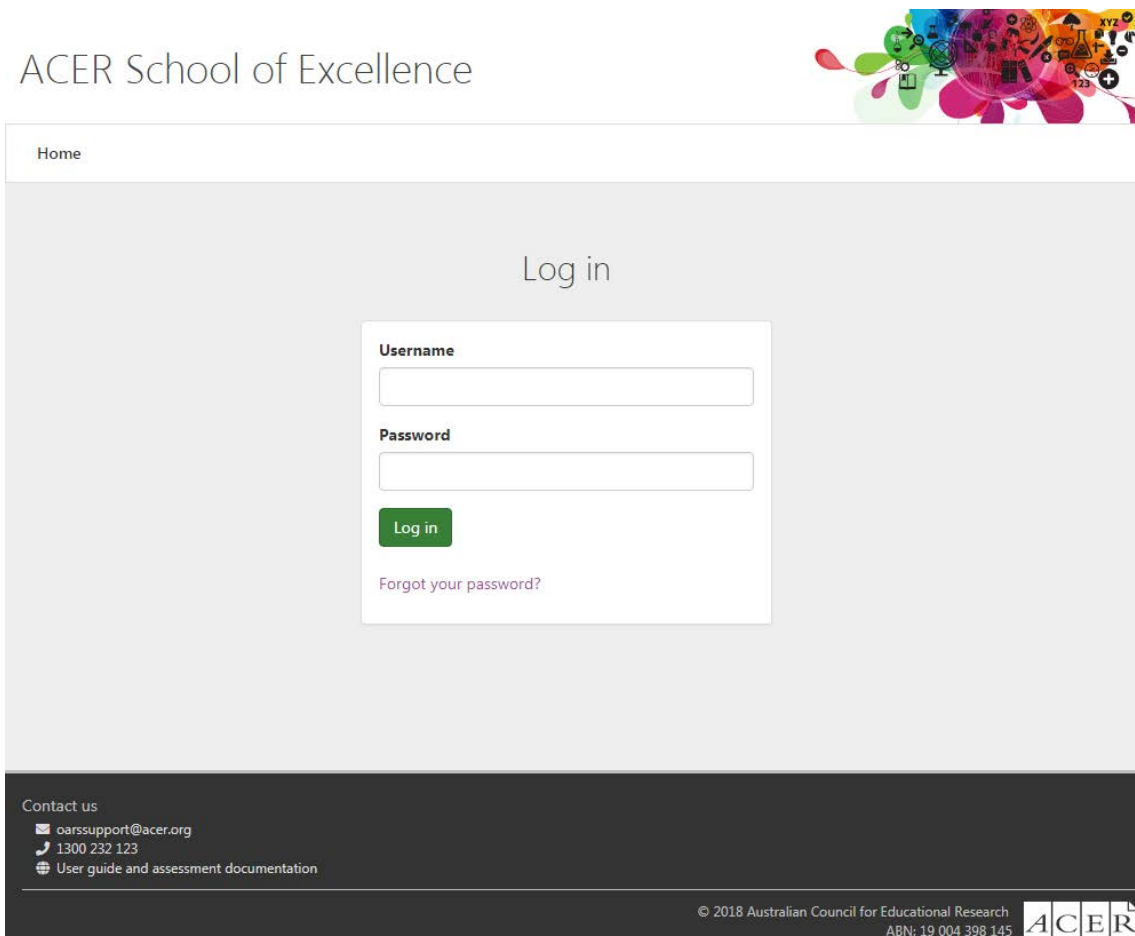*Tablets must be held in **landscape** orientation.*

☐ Make note of your school's online assessment login page, or make sure that the page URL is saved on student devices, or available as a link from your school's intranet. The web address will be similar to https://oars.acer.edu.au/your-school-name.

☐ Download or print a list of your students' login details. This is completed from the **Students** page within your school's online assessment account.

☐ All students should complete the practice program prior to completing a PAT Early Years Reading assessment for the first time. ACER recommends administering the practice program with students at least twice in the week leading up to the assessment, but NOT immediately before the assessment itself, as this makes an overall longer test time for very young students.

ON TESTING DAYS

Notes:

- The test questions are designed to be attempted in sequential order. Students should be reminded to click **Next** only once to avoid accidentally skipping questions. If a student skips a question, the teacher may use the browser's in-built 'back' button to allow the student to attempt it. *Students should not be encouraged to use the browser's 'back' button to navigate the test themselves.*

- The assessments are not timed and students are encouraged to go through them carefully and at their own pace. As a guide, most students will take approximately 20–35 minutes to complete the test.

- Teachers are able to support students with additional needs by providing help with operating the device/desktop to record responses. Any significant changes to the testing conditions should be recorded for future reference and consideration when looking at test results.

- Student responses are automatically saved each time they navigate to another question.

- If technical problems cause the need to postpone the completion of the tests, students may close the browser without losing their progress.

- Students require headphones to complete the assessment.

- iPads and tablet devices must be held in **landscape** orientation.

Once students are seated at their computers or devices, instruct them to load your school's online assessment login page:

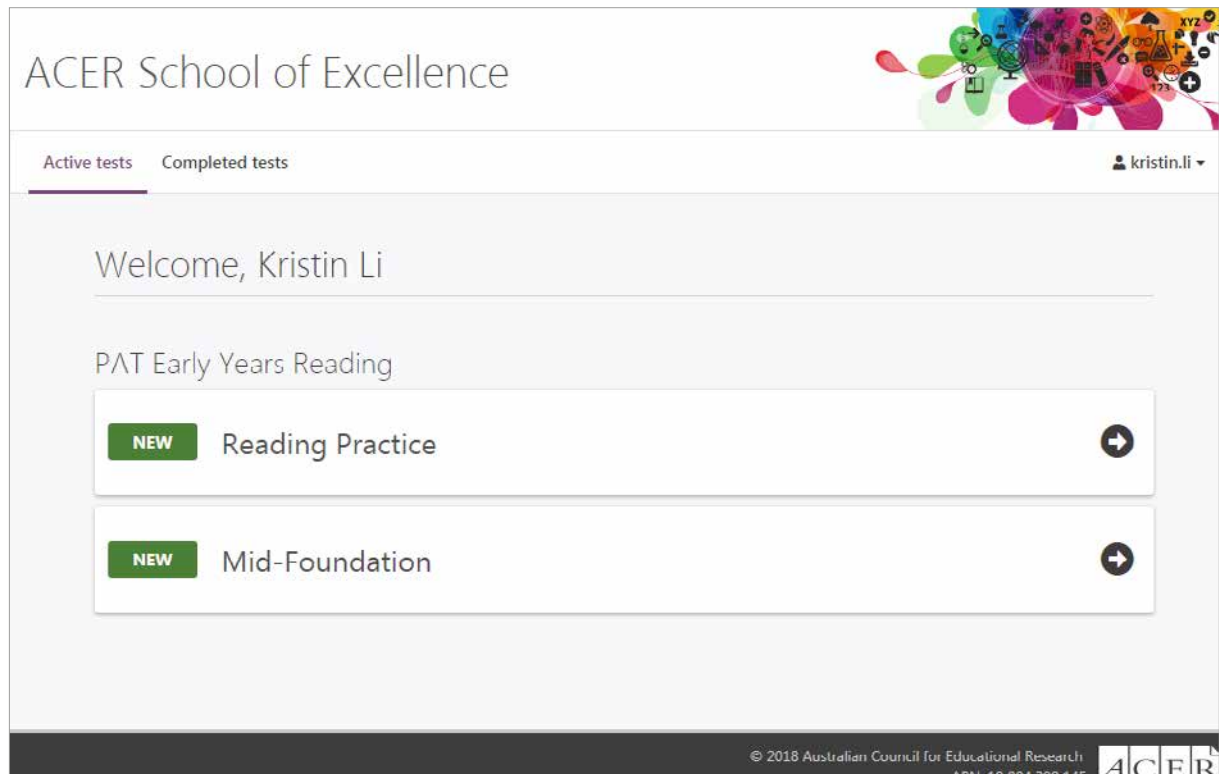Each student should be given their username and password.

Students should enter their usernames and passwords and then click **Log in**.

Note: Usernames and passwords are case sensitive.

Say:

> Please follow my instructions and do not click through the screens unless you are told to do so. Please enter the username and password given to you and then click **Log in**.

Students will see a screen listing all assessments currently assigned to them:

Each student's name will be displayed at the top of the welcome page. Check that all students are logged in with the correct details.

Say:

> Please raise your hand if the name at the top of the page is not yours.

THE PRACTICE PROGRAM

Say:

> Please click **PAT Early Years Reading Practice**. Please insert your headphones and click **Start test**.

Move through the practice program with students, demonstrating the features listed below and ensuring that students feel confident in navigating between questions, using the audio feature and submitting responses to the different question types.

Important features to model to students in the practice program

- Tapping or clicking on the mouth icon to hear instructions.

- Missing audio icons. Some questions and responses do not have an audio button as students need to read the text independently. Encourage students to look for an audio button but, if there isn't one, then to 'have a go' without it.

- Tapping or clicking on the **Next** arrow to move to a new screen page. Indicate to students that there is no 'back' button within the test, so they cannot return to previous pages. Help students understand they should only use the 'buttons' in the test itself (and if in doubt, or if they get 'lost' during the test, to ask a teacher for help).

- Watching for the loading bar at the top of the screen. There can be a time lag between student action and program response. Depending on internet speed, students may need to watch for the loading bar to appear and 'fill up'. This will avoid over-clicking and accidentally skipping questions.

- Responding to multiple choice questions. Options for multiple choice questions can be text or images that sit in speech bubbles. After the student has heard the options, remind them to tap on the speech bubble itself to give their answer. The speech bubble will change in colour to indicate a response has been recorded.

- Using the online book. Students can access each page of the book via the tabs on the left. Some books will have narration provided through the audio button in the bottom right corner. Some will have no audio as they are testing independent reading.

- Remind students to look for the 'orange mouth'. Once students have finished reading the book they will need to tap on the **Next** arrow to view the questions. The book will remain on the left of the screen. Students should be encouraged to look through the book again as they answer each question.
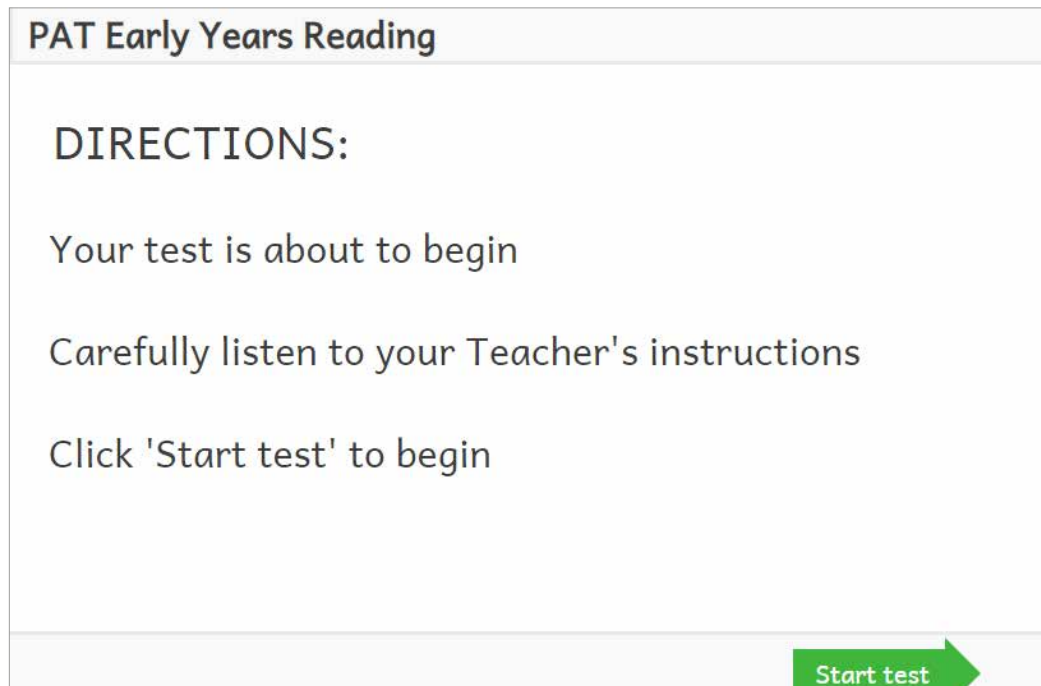
After modelling the practice program with students, give students the opportunity to complete the practice program independently to ensure they feel confident using the online system.

THE ASSESSMENT

Say:

> Please click **PAT Early Years Reading.**

The following screen will be shown:

PAT Early Years Reading

DIRECTIONS:

Your test is about to begin

Carefully listen to your Teacher's instructions

Click 'Start test' to begin

Start test

Say:

> Please listen carefully so you understand what to do.
>
> Please do not begin the test until you are told to do so. Work as carefully as you can. Do not spend too long on one question, even if it is hard.
>
> When you reach the last question and have finished, click on the **Finish** button.
>
> Are there any questions?

Check that the instructions have been understood. Answer any questions about the test but not the test content and make sure that students are ready to begin.

Say:

> Please insert your headphones and click **Start test** to begin.

During the assessment, the teacher should be mobile and available to students who need assistance navigating through the test.

When students have finished the assessment, say:

> Please click **Finish** to return to the test page. Now click on your name in the top right corner and then click on **Log out**.

TROUBLESHOOTING

If you encounter any problems when administering the tests, contact ACER for support:

Phone: **1300 232 123**   Email: **oarssupport@acer.org**

Why can't my student log in?

There are several possible causes:

- Logins are case sensitive. Check that the student is entering their username and password correctly.

- Some devices and browsers will automatically capitalise some words, or automatically fill login fields with saved details. The student should be able to overwrite these automatic suggestions by typing their complete details. If the problem persists, check the browser or device settings, or use another web browser.

- Check that the student is on the correct login page.

- If you have a staff login, check that the student's login details are correct by logging in to the account with your staff login details and clicking the student's name on the **Students** page.

Why is the test not appearing for my student?

The test is not currently assigned to the student.

If you have a staff login, follow the steps below:

1. Log in to your school's account using your staff login.

2. Click **Students** and locate the student's name in your list.

3. Select the tick box next to the student's name.

4. Click **Tests** > **Assign**.

Can I re-open a student's test if they submit it before they are finished?

Yes. If you have a staff login, follow the steps below to re-open a student's test to allow them to continue:

1. Log in to your school's account using your staff login.

2. Click **Students** and locate the student's name in your list.

3. Click the student's name to view their profile and then click the **Tests** tab.

4. Click **Actions** next to the test you need to re-open and then click **Re-open test**.

Can I close a student's test if they forget to submit it?

Yes. If you have a staff login, follow the steps below to close a student's test:

1. Log in to your school's account using your staff login.

2. Click **Students** and locate the student's name in your list. (You will see the unfinished test listed in the **Active tests** column and marked with a pencil icon).

3. Select the check box next to the student's name and then click **Tests** > **Close unfinished tests**.

4. Select the test you need to close and then click **Close test**.